

POWER INFORMATION TECHNOLOGY COMPANY



TENDER DOCUMENT

FOR

PROCUREMENT

OF

PRE-PRINTED GPF SLIPS COLORED
ON CONTINUOUS PAPER

TENDER NO. PITC/G-67(33)/09-2019

CONTACTS:

Director General (ISDS)
Phone: 042-99202163
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ABRIDGMENT

1. Recipient: CEO (PITC)
2. Venue: PITC Conference Room, Aiwan-e-Iqbal
Lahore
3. Closing Date and Time: 04-10-2019 at 11: 00 AM
4. Opening Date and Time: 04-10-2019 at 11: 30 AM
5. Bid Money: 2% of the total value of quoted cost
6. Type of Tender: Single Stage one Envelope
7. Cost of Tender Document Rs.2,000/=

<u>MATERIAL REQUIRED</u>	
	Pre-Printed GPF Slips Colored both Sides (Specimen Attached) on Continuous Computer Paper size 11" X 9.5" 80 GSM + 5% on (Extra white)

Sealed quotations are invited from the potential dealing firms for the supply of Pre-Printed GPF Slips Colored with detail given in "Bill of Quantity".

INSTRUCTIONS TO THE BIDDER

- 1.1 Rates should be quoted on the FCS basis (Free delivery at Consignee's Store).
- 1.2 The bidders are required to submit two copies (one in original & one copy) of the bid
- 1.3 The bidders shall furnish 2% bid money as a part of their tenders in form of Bank Draft or Bank Guarantee in favour of CEO (PITC), WAPDA House, Lahore, to be enclosed in the envelop of technical bid.
- 1.4 A list of clients to whom the bidder has done or been doing business during last 1 year along with their Names, Addresses and Phone Numbers.
- 1.5 Successful bidder shall deposit performance security, as described in rate contract or PO, not exceeding 5 % of the value of the proposed purchase order in shape of bank draft or bank guarantee issued by any scheduled bank, in favour of indenter/consignee. The same shall be released after expiry of warranty period.
- 1.6 Competent authority reserves the right to accept or reject any offer or a part thereof or increase/decrease quantity to any extent. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if: -
 - i) The tender is unsigned (all pages should be signed).
 - ii) It is received after the time and date fixed for its receipt.
 - iii) Offer is ambiguous or conditional.
 - iv) The offer is from a firm who is blacklisted by PEPCO, PITC, NTDC, WAPDA or any other government organization, or is in litigation with any government organization or is defaulter in any previous order and/or contract.
 - v) The offer is unsolicited.
 - vi) The bid is not accompanied with full earnest money.
- 1.7 The tenders prepared by the bidders should comprise of the following documents:-
 - i) Covering letter.
 - ii) Receipt of tender document cost.
 - iii) Bid Money.
 - iv) Bill of quantities provided with tender document duly filled, signed and stamped.

2. TERMS AND CONDITIONS

- 2.1 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc. And should be in Pak Rupees.
- 2.2 The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- 2.3 Price will remain valid for at least 90 days from the date of opening of quotation.
- 2.4 The supplier shall be liable for liquidated damages @ 2% PM, if he fails to deliver the equipment within delivery period.
- 2.5 Quantities given in Bill of Quantity are based on rough estimate and may increase or decrease up to any extent. Successful bidder shall be bound to supply the required quantity, on the approved rates within the validity of the rates.
- 2.6 Performance report and inspection of paper supplied shall be carried out by the representative in the office of CEO (PITC).

3. Schedule of Supplies

The delivery of the items will be required to be completed within one month.

4. EVALUATION FORMULAS

The bids will be evaluated and compared on lowest unit rate basis. The lowest bidder will be awarded with purchase order.

5. TERMS OF PAYMENT

Payment of the items supplied will be made directly by the O/O CEO (PITC) within thirty days, from the date of receipt of invoice, on production of following documents:

- a) Invoice in triplicate having NTN.
- b) GRN (Goods Receipt Note) issued by the consignee.
- c) Performance / Inspection Report.
- d) Sales Tax Invoice (if not exempted) or attach exemption certificate.
- e) Non-payment certificate.
- f) Performance Security Receipt Certificate.

BILL OF QUANTITY

Sr. No	Item Description	Total Qty. In Boxes	Unit Price with All Taxes	Total Amount incl. all applicable Taxes (Rs)
1	Pre-Printed GPF Slips Both Sides Colored (Specimen Attached) on Continuous Computer Paper size 11" X 9.5" 80 GSM \pm 5% on (Extra white)	(80 Boxes) 2,000 sheets per box 160,000 Sheets		
Total Amount Involved (Rs)				

Bidder Signature

Saeed Ahmad
Director General (ISDS)
O/o. Chief Executive Officer (PITC)